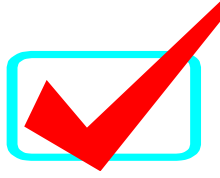


# ***REQUEST FOR A CERTIFICATE OF COMPLIANCE*** **HINGHAM CONSERVATION COMMISSION**



## ***CHECKLIST:***

### **Procedures for obtaining a Certificate of Compliance:**

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1. Carefully read over the Order of Conditions to make sure you are in full compliance.
2. Your request must be submitted to the Commission **NO LESS** than **30 days prior to your expiration date**.
3. Fill out & submit a Request for Certificate of Compliance form - (**WPA Form 8A**). Look under Wetlands Protection Act Permits on the DEP web site. Go to: <http://www.mass.gov/dep/water/approvals/wwforms.htm> Go to Wetland Permits.
4. An “As Built” plan must be submitted with your request, if required in the Order of Conditions. An As-Built plan of the project shall be submitted by a Registered Professional Engineer, Registered Professional Land Surveyor, Registered Landscape Architect or Registered Architect with the Request for the Certificate of Compliance. The plan shall be stamped, signed and dated and should contain wetlands, surveyed boundaries offsets and site amenities including any man made structures. **If your Order has expired and the Order does not specify an “As Built” you will be required to submit a current As Built.**

An inspection of your project will be scheduled upon receipt of your Request for Certificate of Compliance form, the “As Built” plan, and the required fee.

The fee for a Certificate of Compliance is \$50 (Residential) or \$100 (Commercial) payable to the Town of Hingham.

The Commission will vote on the issuance of the Certificate of Compliance at their next regularly scheduled meeting once all the above requirements have been met.

You must file the Certificate of Compliance at the Registry of Deeds to release the Order of Conditions from your deed and send proof of Recording to the Conservation Office so that we may close out your file.